


Basic guidance for using the online portal for the Diesel Retrofit Program Cost Modifications Procedures

Start at <http://www.nj.gov/dep/online/> by requesting access to NJDEP ONLINE



New Jersey Home Page

Log On to My New Jersey

Log On ID:

Password:

Log On

Sign Up to Become

Enter the required information and click "Log On"

The Official Web Site for THE STATE OF NEW JERSEY

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Services A to Z | Departments/Agencies | FAQs

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Welcome Adam Lewis

logout | change profile | enter authorization code | choose start page | content | layout | help

Premier E-Business Services

Due to scheduled maintenance, Premier E-Business Services may be unavailable between 8 AM and 5 PM on Sunday, June 29. We apologize for any inconvenience this may cause.

If you own a business or represent one in dealings with New Jersey state government, Sign up for Premier E-Business Services

DEP Apps

DEPOnline Services

New Jersey Lottery

The Mega Millions Jackpot for Friday, 06/27/2008 \$ 34 million

Pick 6 Lotto Jackpot for Monday, 06/30/2008 \$ 3.5 million

Jersey Cash 5 Jackpot for Friday, 06/27/2008 \$ 140,000

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Select "DEPOnline services"

MY WORKSPACE

Service Selection

Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.

NJDEP Staff Migration Processor Administration

My Facilities/Program Interests

Note: You may add facilities by clicking the "Add Facilities" button below.

Facility Name	Facility ID	Program	Access Type
3	479071	Diesel Retrofit Program	Individual with Direct Knowledge

Clicking a column title will sort the table by that column.

My Services - In Progress

Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.

ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	View	History
27962	INVENTORY / COST ESTIMATE MODIFICATION	CCVS 6-11	School Bus - CCVS Modification	In-progress	07/29/2009	08/03/2009		

Clicking a column title will sort the table by that column.

My Services - Submitted

If you previously started a modification submittal it will be listed under "My Services in Progress" Return to this submittal by selecting the corresponding ID number.

njhome | citizen | business | government | services A to Z | departments

search

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njdep home | about dep | index by topic | programs/units | dep online

My Workspace User Profile Certifications Payments Documents and Forms

Version: 2.0

Currently logged in: Diesel User Help | Back to MyNJ

MY WORKSPACE

Service Selection

Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.

Air Program Diesel Retrofit Program

My Facilities/Program Interests

Note: You may add facilities by clicking the "Add Facilities" button below.

You do not have any facilities in your profile. You may add facilities by selecting the Add Facility button on the My Workspace screen.

Add Facilities

My Services - In Progress

Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.

Click "Diesel Retrofit Program"

Version: 4.6
Currently logged in:

Contacts

1 - Submittal Selection
2 - Submittal Name
3 - Fleet Owner Information
4 - Contacts
5 - Inventory Upload
6 - Inventory / Cost Estimate
7 - Hardcopy Attachment Acknowledgement
8 - Hardcopy Attachment Cover Letter
9 - Attachment Upload
10 - Certification
11 - Submission

1. Fleet Owner Contact 2. Garage Manager 3. Responsible Official (Diesel)

2. Garage Manager

Note: Selecting an option below will replace all information for this contact.

Insert From Existing Contact(s)...

MY PROFILE INFORMATION
adam Lewis

MY FAVORITE CONTACTS
Contact 1 Name (Responsible Official (Diesel))

MY SERVICE CONTACTS
1. Fleet Owner Contact
3. Responsible Official (Diesel)
*Organization type:

* At least 1 phone number is required

*Type

Add Number

* Required

Note: Please enter contact information on ALL required tabs before clicking Continue

Available Contact Types... Add Contact << Previous Next >> Save Continue

Fill out the required contact information or add information by using the existing contact pulldown menu and click the 'next' button.

Currently logged in:

Contacts

1 - Submittal Selection
2 - Submittal Name
3 - Fleet Owner Information
4 - Contacts
5 - Inventory Upload
6 - Inventory / Cost Estimate
7 - Hardcopy Attachment Acknowledgement
8 - Hardcopy Attachment Cover Letter
9 - Attachment Upload
10 - Certification
11 - Submission

1. Fleet Owner Contact 2. Garage Manager 3. Responsible Official (Diesel)

3. Responsible Official (Diesel)

Note: Selecting an option below will replace all information for this contact.

Insert From Existing Contact(s)...

*First Name: Contact 1
*Middle Initial:
*Last Name: Name

*Address Line 1: Name 1
*Address Line 2:
*Address Line 3:

*County: Mercer
*City: Trenton City (Mercer)
*State: New Jersey
*Zip Code: 00000

*Organization Type: State

* At least 1 phone number is required

*Type *Contact (must be)
Work Phone Number (609) 292-2000

Add Number

* Required

Note: Please enter contact information on ALL required tabs before clicking Continue

Available Contact Types... Add Contact << Previous Next >> Save Continue

Press continue when all required contact information is filled out.

home | citizen | business | government | services A to Z | departments
njdep online
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My Workspace User Profile Certifications Payments Documents and Forms

Version: 2.0 463794
Currently logged in: NJDEP DIESEL RETROFIT TEST SITE Help | Logout

INVENTORY / COST ESTIMATE MODIFICATION

Rejected Vehicle

The following rows will be rejected:

Edit	Owner	Vehicle	Year	Make	Model	County	City	State	Zip	Vehicle Description	Vehicle Type
	Test Fleet	203	2008	Isuzu	Isuzu	New Jersey	07777			Solid Waste Collection Vehicle	New Jersey
	Test Fleet	204	2008	Isuzu	Isuzu	New Jersey	07777			Solid Waste Collection Vehicle	New Jersey
	Test Fleet	205	2008	Isuzu	Isuzu	New Jersey	07777			Solid Waste Collection Vehicle	New Jersey

The rejected vehicles from the initial submittal will appear at the upper half of the screen.

The vehicle information can be edited by pressing the associated edit icon.

Approved Vehicles for BART

The following rows have already been approved and cannot be changed.

first	prev	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	next	last
		38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58																		
Owner	Vehicle / Equipment Designation	ation of (Primary Location of		Vehicle / Equipment		Primary Location of (Primary																																		

The approved vehicles in your fleet will appear in the "Master Vehicle List" at the lower part of the screen.

When your rejected inventory items are corrected press "Continue"

